

## NURSING DEPARTMENT POSITION DESCRIPTION

<b>POSITION TITLE</b>	Enrolled Nurse
<b>DEPARTMENT</b>	Clinical Services
<b>CLASSIFICATION</b>	Employee Agreement
<b>AWARD/AGREEMENT</b>	The Hobart Clinic Nursing Staff Agreement 2013
<b>REPORTING TO</b>	Nursing Services Manager through Nurse Level 1 & 2

### Key Function

In accordance with hospital policies and legal requirements the Registered Nurse Level 1 utilises a problem solving approach in the delivery of nursing care for patients with common, recurrent problems. Provide direct care in controlled patient situations and perform established nursing procedures for individuals or groups of patients. Collaborate with other members of the health care team to ensure the delivery of quality nursing care.

### Position Criteria

#### Essential

- Current registration with APRHA
- Shows a preparedness to participate in ongoing education programs appropriate to the field of nursing (or holds a relevant certificate associated with the field of psychiatric nursing)

#### Desirable

- Appropriate post basic qualifications
- Additional professional qualifications or the intention to obtain such qualifications

### Major Competencies

#### *Tasks and Responsibilities*

#### Patient Care

- Obtains a comprehensive database from patient and/or family to identify common problems.
- Plans patient care with other members of the health care team.
- Develops a care plan that involves the patient and/or family, identifies expected outcomes for planned nursing interventions and promotes health sustaining behaviour.
- Implements nursing care based on the patient care plan and in consultation with other members of the health care team.
- Performs comprehensive nursing procedures of a technical nature at a competent level. These include administration of medication, oxygen therapy, ECT, CPR, individual and group counselling, the co-ordination of patient management and discharge planning.
- Responds appropriately to sudden alterations in patient health status.
- Evaluates the expected outcomes of the patient care plan and revises the plan to meet the changing needs of the patient.

**Education**

- Identifies informational needs and assesses learning readiness of patient and/or family.
- Utilises resources and strategies to meet the needs of the patient.
- Utilises other members of the health care team for specific needs of the patient and family.
- Acts as a positive role model.
- Contributes to the learning experiences of nursing students and colleagues.

**Communication**

- Demonstrates a high level of communication and interpersonal skills.
- Elicits necessary information from patient and/or family to plan, implement and evaluate nursing care.
- Interacts effectively with patient and/or family and other health team members.
- Participates in patient care conferences and other work related group activities.
- Maintains accurate documentation of nursing care according to hospital policy and legal requirements.
- Is aware of lines of communication and utilises these effectively.
- Abides by Privacy legislation and maintains strict confidentiality of all information relating to patients and patient care.
- Acts as a clinical role model in clinical practice.
- Liaises with other health professionals and functional departments.

**Organisation/Administration**

- Establishes priorities for patient care delivery.
- Contributes to the revision of nursing department policies and procedures.
- Functions as a member of the nursing staff and assists the Nursing Services Manager as required.
- Participates in the formulation, implementation and evaluation of hospital objectives.

**Resources and Materials**

- Uses the material resources of the hospital in a cost efficient manner and follows the manufacturer's, supplier's and hospital's guidelines.
- Provides assistance to the Nursing Services Manager in assessing the need for and selection of additional and replacement capital equipment.
- Utilises appropriate resources available to meet professional goals.
- Ensures adequate and appropriate human resources are available so that standards are maintained and hospital objectives are achieved.

**Staff Development and Education**

- Attends all compulsory Clinic in-service programs.
- Participates in ongoing education by attending the in-service education programs of the Clinic and relevant external seminars/workshops.
- Expands nursing knowledge by keeping abreast of new technology, new concepts in treatment and advances in medical and nursing knowledge.
- Undertakes own development of and review of performance goals in consultation with the Nursing Services Manager.
- Completes and evaluates the total hospital orientation.
- Is aware of and participates in relevant professional associations.

**Work Practices**

- Maintains work practices following the policy and procedure guidelines of the Clinic and ensures up to date knowledge of these.
- Identifies, promotes and initiates change, along with the Nursing Services Manager, to clinical practice that reflects contemporary professional and organisational models.
- Is actively involved in the care delivered by the nursing and medical team including, when appropriate, participation in therapeutic groups.
- Evaluates own practice by participating in formal appraisal program. Evaluates nursing care provided by self and others on the basis of pre-determined objectives and promotes and participates in the quality assurance programs thus ensuring optimum patient outcomes.
- Works positively as a member of The Hobart Clinic team.

**Quality Control & OHS Systems**

- Understands the requirements of the National Safety and Quality Health Care Service Standards of the Australian Commission on Safety and Quality in Health Care.
- Participates as appropriate in continuous improvement and quality management activities and programs in Nursing Services and the Clinic.
- Complying with infection control policies and procedures.
- Understand the requirements of the emergency protocols of THC and participate as required.
- Participates in the completion of relevant audits as required and is active in the implementation of quality improvements relating to both the Clinic and nursing services objectives.
- Maintaining a safe work environment in accordance with occupational health and safety policies and procedures.

**Duties specific to The Hobart Clinic**

- Driving Clinic vehicle to take patients to shops, bank etc.
- Driving Clinic vehicle to take patients to outings, where appropriate.
- Awareness of the security of the building on afternoon, night and weekend shifts.

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Enrolled Nurse

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Date

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Nursing Services Manager

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Date